

TOLEDO PLANNING COMMISSION MINUTES

A regular meeting of the Toledo Planning Commission was called to order at 6:00 pm by Vice President Brian Lundgren. Commissioners present: Anne Learned-Ellis, Ricky Dyson, Dennis Sutherland, and Jonathan Mix (arrived at 6:04 pm). Excused were President Cora Warfield and Ruthanne Morris.

Staff present: Contract Planner (CP) Justin Peterson and Planning Assistant Arlene Inukai.

VISITORS: Stu Strom urged Planning Commissioners to take an active role in planning and to encourage development that will increase Toledo's population and budget.

APPROVAL OF THE NOVEMBER 13, 2024, MINUTES:

It was moved and seconded (Dyson/Learned-Ellis) to approve the November 13, 2024, minutes as circulated and reviewed by the Planning Commission.

Commissioner Mix entered the meeting at this time.

The **motion passed**, noting the absence of Morris and Warfield, with Mix abstaining.

WORKSESSION: LAND DIVISION CODE UPDATE:

CP Peterson reviewed the memorandum distributed to Planning Commissioners. He highlighted the simplified process for some land use applications. Proposed updates will be posted online and draft edits will be provided in a 'track-change' format for review. The proposed updates were sent to DLCD and the City is still waiting for comments. Staff hopes to schedule a joint worksession with Planning Commissioners and City Councilors in March to review the proposed updates and would like to begin hearings in April.

CP Peterson reviewed proposed updates to the minor partition standards, establishing clear and objective standards and allowing staff to approve minor partition applications. Subdivisions and land divisions that create more than three lots would still go to the Planning Commission for decision. The expiration date for approved land division decisions could be increased from 12 months to 18 months to finalize and record the plat. With the limited number of surveyors in the area, the City has been seeing an increased number of deadline extensions for finalizing a survey plat. The preliminary plat section was restructured to clarify the approval process from preliminary approval to final plat. Density standards have proposed updates to simplify the complex formula. The variance section will remain as an option in the code. The transportation section will also remain in place until the City completes an updated Transportation System Plan.

Commissioner Learned-Ellis questioned the notification requirements for Planning Commission decisions vs. staff-level decisions. CP Peterson confirmed that neighborhood notices are required for both types of applications.

WORKSESSION: HOUSE BILL 3395 UPDATES:

CP Peterson reviewed several housing code updates to address state requirements, including the following:

- Duplex language has been added to the zoning code during previous updates.
- The mixed-use structure sample was provided for an example, but more research will be needed. This section will be presented in February for review.
- Seven days were added to the 120-day rule in order to finalize the required Decision Order document.
- Language for condominium plat standards does not need to be incorporated because the City does not have a condo section within the code.
- A definition was added for “Single-room occupancy”. This addresses property owners who offer a room to rent and have shared living space for kitchen, bath, etc. It was clarified in the code that the use is allowed outright in the residential zones. This type of rental option probably already occurs, but the section makes it clear it is allowed outright.
- The Single-Family Residential Zone will be renamed to Standard Residential Zone.
- Design standards in the RS Zone will be removed.
- Sign standards were updated.
- ADA ramps are allowed in the front setback area.
- The RG Zone provides similar updates as the RS Zone.
- Commercial Zone proposes reductions to the front yard setback.
- A new Commercial/Residential Overlay Zone is proposed. This provides more flexibility and allows non-conforming uses to continue.
- Conditional Use Permits would expire two years after approval if a building permit is not submitted or development has not occurred. One extension, for up to one year, can be requested. This update applies to existing (current) Conditional Use Permits.
- Religious-owned language will be added and will need to meet the new house bill. Example language was provided, but a proposed update will be presented a later meeting.
- Affordable housing standards have been updated for commercial, residential, public lands zone. If the application meets the area median income metric, a non-profit housing development could be excluded from Conditional Use Permit standards. There are several criteria for the section, including floodplain, slopes, utilities, etc. More research is needed to address Senate Bill 8 and House Bills 2984 and 3151 to deal with the affordable housing standards. There was an example from Bend that could be a starting point, but staff will need to contact DLCD to discuss the requirements. More information will be presented in February.

Commissioners discussed median income standards and if units are owner-occupied or rented. This option would require an agreement or covenant for a 30-year period. Rent increases would be established by the State, rather than market rates. Commissioner Sutherland stated that this concept may be too advanced for Toledo’s needs, but it is a good option to have available.

Commissioners discussed the various housing options, including rooms for rent, duplex, religious housing options, and accessory dwelling units. Parking should also be provided when adding new housing units.

DISCUSSION ITEM: BUILDING PERMIT AND LAND USE APPLICATION UPDATES:

CP Peterson provided information on the annual building permit/land use application table. The report was presented to Commissioners for information and he encouraged Commissioners to

contact staff for any questions.

Commissioners discussed the 1103 NW A Street renovation and noted that it now has a stop-work order. The structure appears to be dangerous and Commissioners suggested a fence be placed around the structure. CP Peterson noted that the owner obtained a building permit for the foundation, but additional work was occurring, which is why the notice was posted. The owner submitted a second permit for framing, siding, and roof improvements to the building. Staff can contact the owner to provide a safety barrier.

STAFF COMMENTS: CP Peterson announced a training opportunity will be held January 15th at Toledo Fire Department. Two sessions are available, the morning session is for government ethics and the afternoon session is for public meeting laws.

The City Council adopted the Comprehensive Plan Map/rezone amendment for the former Eagles building and the zoning ordinance amendment for psilocybin services in December. The Council kept the 1000' distance requirement between psilocybin uses.

CP Peterson provided an update on the Arcadia Park restroom hours and equipment, in response to Commissioner comments that were reported in November. He noted that the City's website has a Public Work Request Form that can be used to report issues.

COMMISSIONER COMMENTS: None.

There being no further business before the Commission, the meeting was adjourned at 7:05 pm.

Planning Assistant

Vice President